

RD AN No. 3906 (1980-E and 4287-B)
October 20, 2003

SUBJECT: Business and Industry Direct and Guaranteed Loan Programs
Documenting Jobs Created/Saved

TO: State Directors, Rural Development

ATTN: Business Programs Directors

PURPOSE/INTENDED OUTCOME:

The fiscal year 2002 Management Control Review (MCR) included a review of the Business and Industry (B&I) Direct Loan Program. The MCR reported the need to ensure jobs impacted by the program are accurately documented in the field visit report and in the Guaranteed Loan System (GLS). The purpose of this Administrative Notice (AN) is to emphasize the need to document the current number of jobs for businesses financed with the B&I Direct and Guaranteed Loan Programs. The Agency relies on GLS to report the impact of the programs to Congress.

COMPARISON WITH PREVIOUS AN:

There is no previous AN on this subject.

IMPLEMENTATION RESPONSIBILITIES:

RD Instruction 1980-E, section 1980.469 under paragraph C of "Administrative," provides guidance concerning borrower visits and documentation for B&I Direct loans. Information obtained on borrower visits, including jobs data, should be documented on Form RD 4279-15, "Business and Industry Visit Review Report (Field Visit Review)" (which replaced Form 449-39), or a similar format, and relevant information should be updated in GLS.

EXPIRATION DATE:
September 30, 2004

FILING INSTRUCTIONS:
Preceding RD Instructions 1980-E and 4287-B

You should visit established, non-problem B&I direct loan borrowers at least annually. Seasoned loans should be visited at least every two years. Special attention problem accounts should be visited more frequently as the need demands.

RD Instruction 4287-B, section 4287.107(f), provides guidance for visiting guaranteed loan borrowers. As with the direct loans, information obtained on borrower visits, including jobs data, should be documented on Form RD 4279-15, "Business and Industry Visit Review Report (Field Visit Review)" or a similar format, and relevant information should be updated in GLS.

If you have any questions, please contact the B&I Division, (202) 690-4103.

(Signed by John Rosso)

JOHN ROSSO
Administrator
Rural Business-Cooperative Service